

# AQUATICS SUPERVISOR

**GRADE: 19**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Aquatic Supervisor performs difficult technical and professional work involving the safe and effective operation of the municipal swim center including maintenance, programming and supervision of personnel.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Prepares and coordinates Swim Center programs and usage.
- Plans and implements instructional programs for the swim center.
- Develops classes, schedules instructor training and equipment purchases.
- Hires, trains, schedules and evaluates staff.
- Maintains records of all staff safety certifications.
- Plans and conducts necessary staff training in required safety courses.
- Instructs and supervises full and part-time employees.
- Performs rescue operations as needed and administers first aid.
- Responsible for staying abreast of the operating standards of all applicable health codes. Responsible for maintaining an effectively safe operating facility.

- Out of necessity, the Aquatics Supervisor often must perform the duties of the vacant positions of instructors, coaches, lifeguards, pool manager, and/or front desk staff.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation or physical education and four years of experience in pool management. Preferred: possession of Lifeguard Training Certification, Pool Operator License, CPR Instructor Certification and Multi-Media First Aid Instructor Certification

### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of rescue methods and first aid as applied to accidents in the water and surrounding areas.
- Considerable knowledge of instructional methods used in teaching swimming, diving, first aid and lifesaving techniques.
- Knowledge of the Montgomery County Health Code regarding swimming facilities.
- Ability to provide excellent customer service both in person and on the telephone.
- Ability to keep adequate operating records.
- Ability to work skillfully with the City of Rockville CLASS registration system
- Ability to establish and maintain effective working relationships with subordinates peers.